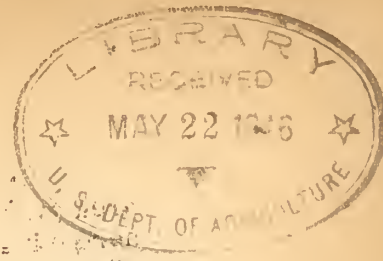


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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
WASHINGTON 25, D. C.



FIELD MEMORANDUM SCS-1100-A

Re: Procedure for reporting
work on group enterprises

August 12, 1944

TO ALL RANKING FIELD OFFICERS:

The attached form SCS-195a, "Work Report on Group Enterprises" has been developed as a supplement to the Work Record, form SCS-195, for reporting progress in planning and establishment of group jobs, the procedure for which is given in Field Memorandum SCS-1100, dated April 26, 1944.

This form will be used to report summarized progress and accomplishments for each of the different major types of group enterprises such as drainage, irrigation, flood control, erosion control, etc., for each soil conservation district or other approved project doing these types of work. There will be a separate report for each of the major types of group enterprises, identified by checking the proper type on the form. The farms and acreage to be reported here may or may not be covered by individual farm conservation plans. In either case, the total number of farms and acreage benefited by the group plan will be reported, irrespective of the present or future status of individual farm plans. Work done under individual farm agreements, planned individually or through group approaches or where group facility approach was used as a convenient planning procedure, will be reported on the Work Record, SCS-195, as in the past.

A report on group enterprises (SCS-195a) will be made as of December 31, 1944, containing data on all jobs planned and all jobs completed in soil conservation districts and other current projects, giving calendar year 1944 information in "This Period" columns and cumulative data in "To Date" columns, excluding jobs reported for other programs, such as CCC, WPA, Water Facilities, etc. This report will continue to be prepared each year by district conservationists in cooperation with personnel working on these jobs, and attached to the Work Record, form SCS-195.

BLOCK A - LOCATION AND PERIOD OF REPORT

The name of the district or other project, number, State, county, and period for which the report is made, will be properly shown for each report. It is necessary that this information and all other items on the form be properly submitted.

BLOCK B - REQUESTS FOR ASSISTANCE AND
PRELIMINARY REPORTS

Requests for assistance to groups (step 1; Field Memorandum SCS-1100) and preliminary reports (step 2) will be shown in this block, giving "This Period" and "To Date" information on number of requests prepared, number approved for the next step, number of farms to be benefited on jobs determined feasible and the

area that will be benefited by the proposed work. Information to be reported here will include verbal and written requests made by authorized representatives of groups covering types of jobs that are consistent with current policies. The number of farms and acreage to be benefited, for requests prepared that are not approved and for preliminary reports prepared on jobs determined not to be feasible, will not be reported.

BLOCK C - JOB PLAN ESTIMATES AND JOBS COMPLETED

Job plan estimates (step 3) will be reported when the job plans have been completed and the total jobs completed (step 4) will be reported when the planned work has been completed for each group job. The information on number of jobs, number of farms, area benefited, total cost and SCS cost can be taken from the job plans and "Cost Distribution Sheets". Estimates will be used for "Total Planned" as contained in the job plan and the final data will be reported under "Total Jobs Complete". In reporting accomplishments in terms of farms and area benefited, the to-date columns should reflect a specific land acreage benefited by one or more jobs. Each job providing benefits to the same area will be reported in the "This Period" columns, except that two or more such jobs completed in any reporting period will not show a duplication of area or farms benefited.

BLOCK D - MAJOR PRACTICES INCLUDED IN JOB PLANS

The name and unit of measure of certain major practices to be used for reporting purposes on the types of jobs covered by this report are as follows: clearing, acres, ditches, canals, laterals, cu. yds. and miles; spoilbank leveling, cu. yds.; levees and dykes, cu. yds. and miles; tile drains, lin. ft.; irrigation pipe, lin. ft.; structures, major types and number; storage dams, no. and ac. ft.; ground water developments, no.; streambank management, acres; and other major practices contained in job plans.

Information on practices established during any given period can be summarized from the "Construction Progress Report" for each job. Information on individual major practices planned and established during any period should be currently reported even though the job plan or the construction of all practices on the total job may not have been completed during the period.

BLOCK E - TECHNICAL AND OTHER ASSISTANCE THIS PERIOD

The time worked on group jobs by field personnel and specialists will be reported as professional, sub-professional, and others, such as skilled labor, mechanics, with a total for all time of Service personnel spent on such jobs. The total time spent on group jobs for planning, establishment, maintenance, etc., will also appear as one item on the Work Record, SCS-195, for conservation districts so that the total technical and other assistance to that particular district, or other project, will be recorded in one place. It will be necessary for field personnel doing these types of work to provide the necessary column headings on form SCS-501, Monthly Time Record, to currently record the time spent on these activities.

BLOCK F - NAME OF JOBS - THIS PERIOD

Each group job that is reported planned this period (step 3) and complete this period (step 4) in Block C will be identified by name. In the event it is known at the time of planning that a particular job will be constructed or installed by some other agency, a note will be made after the name of that job (in the

WORK REPORT ON GROUP ENTERPRISES

(check one)

| BLOCK A | LOCATION AND PERIOD OF REPORT |
|---------|-------------------------------|
| | (CHECK) |

District (Name) _____ No. _____ State _____

County _____ Period From _____ to _____ 19 _____

BLOCK B REQUESTS FOR ASSISTANCE AND PRELIMINARY REPORTS

| | | (Step 1) | | (Step 2) | |
|-----------------|------|----------------|---------|---------------------|---------|
| | | Group Requests | | Preliminary Reports | |
| | Unit | This period | To date | This Period | To Date |
| Prepared | No. | | | | |
| Approved | No. | | | | |
| Farms Benefited | No. | | | | |
| Area Benefited | Ac. | | | | |

BLOCK C JOB PLAN ESTIMATES AND JOBS COMPLETED

| | | (Step 3) | | (Step 4) | |
|-----------------|------|---------------|---------|---------------------|---------|
| | | Total Planned | | Total Jobs Complete | |
| | Unit | This Period | To Date | This Period | To Date |
| Jobs | No. | | | | |
| Farms Benefited | No. | | | | |
| Area Benefited | Ac. | | | | |
| Total Cost | \$ | | | | |
| SCS Cost | \$ | | | | |

BLOCK D MAJOR PRACTICES INCLUDED IN PLANS

[illegible]



1890

1891

1892

1893

1894

1895

1896

1897

1898

1899

1900

[illegible]

BLOCK E

TECHNICAL AND OTHER ASSISTANCE THIS PERIOD

| | Sub- | Professional | Other | Total |
|---------------|--------|--------------|-------|-------|
| Planning | M/Hrs. | | | |
| Establishment | | | | |
| Maintenance | | | | |
| | | | | |
| Total | | | | |

BLOCK F

NAME OF JOBS - THIS PERIOD

[illegible]

BLOCK G

NOTATIONS AND NARRATIVE STATEMENTS

[illegible]

Signed

Title